



WEST VALLEY CITY, BUSINESS LICENSING

3600 Constitution Blvd.
West Valley City, UT 84119
801 963-3290; Fax: 801 963-3541

TEMPORARY BUSINESS LICENSE APPLICATION

Business Name: _____		Bus. Phone: _____
Mailing Address: _____ _____		Bus. Fax: _____
Location of Sales Event: _____		Contact Person: _____
State Tax #: _____ Federal Tax #: _____		Inside Event: <input type="checkbox"/> Outside Event: <input type="checkbox"/>
Duration of Sale: _____		
<hr/>		
Business Owner Name: _____	Soc Sec #: _____	Phone: _____
Home Address: _____	Birth Date: _____	
Property Owner Name: _____	Phone: _____	
Address: _____		
In case of emergency, please contact:		
Name: _____		Phone: _____
Home Address: _____		Cell Phone: _____
Sales Event Information: _____		
Proposed Start Date: _____		Proposed End Date: _____
Detailed Description of Sales Event: _____ _____ _____		

A temporary business sponsor or a licensed temporary business must submit to the Business License Division, at least 15 days prior to a sales event, the following information:

- (a) A list of all participants, including their names and addresses;
- (b) The location of the sales event; and
- (c) The dates of commencement and termination of the sales event.

In the event the temporary business sponsor shall desire to add additional participants after the above information has been submitted, the sponsor must notify the Division and update the list of participants.

Business License Requirements:

1. Approval of the Business License subject to Planning and Zoning approval of Temporary Use Form.
2. Completed Business License application (this form).
3. Copy of lease agreement with property owner.
4. Board of Health review and approval, if necessary.
5. Payment of fee.

Calculation of Fee for Temporary Business:

- | | |
|---|---------|
| <input type="checkbox"/> Temporary Use Application Fee: \$100.00 | = _____ |
| <input type="checkbox"/> Temporary license for a one-time sales event (no other participants): \$45.00 | = _____ |
| <input type="checkbox"/> Temporary Business Sponsor (the sponsor of a sales event with more than one participant in the event): \$45.00 | = _____ |
| <input type="checkbox"/> Participant in a Sales Event (under the auspices of a Business Sponsor): \$20.00 | = _____ |

TOTAL DUE

MAKE CHECK PAYABLE TO WEST VALLEY CITY